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**Top Secret**

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP	
TO	NAME AND ADDRESS
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COMMENT	FILE
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Remarks:	
<p>Let's talk about          setting this up "formally".          Fred          P.S. / R.J. says this is a fine idea!          (OVER) J</p>	
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FROM: NAME, ADDRESS AND PHONE NO.	DATE
O/CA/SSB - [REDACTED]	11 Feb 63
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STATINTL

FORM NO. 2-61 237 Use previous editions

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13 Feb '63

STATINTL

Talked with [REDACTED] and set  
up "Black Book" to reflect request  
from attached Memo. - Extra  
positions will be added if and when  
needed by switch within Soviet  
Area.

**SECRET**

11 February 1963

MEMORANDUM FOR: Executive Officer, OCI  
THROUGH : Chief, Sino-Soviet Bloc Area  
FROM : Chief, China and Asian Satellites  
Division  
SUBJECT : Organization of CAS Division

1. This memorandum recommends modifications in the formal organization of CAS Division. The reasons for the recommendations are:

a. The Division's added responsibilities for covering military developments.

b. The Division's needs for adequate clerical support.

Military

2. In the summer of 1962, the military analyst on Communist Asia was brought into CAS Division. A JOT was later assigned as his assistant, and processing is under way for another assistant.

3. Our experience during the Taiwan Strait crisis last summer showed the hazard of trying to operate with only one expert on Chinese Communist military affairs. The situation is much improved now that we have a second military analyst, but we still look to the Asian Satellite Branch for help in covering military developments in Laos and Vietnam. The third military analyst should provide all the support needed for current intelligence production on Asian Communist military affairs.

4. At present the organization chart of CAS Division does not reflect its added responsibilities for military intelligence coverage. I reserve judgment on our personnel needs if we have to get deeply involved in background studies on Asian Communist military and paramilitary doctrine. May I urge, however, that a Military Branch be set up in the Division with the minimum of three slots needed for current intelligence production.

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Clerical

5. The Executive Officer has been most helpful in providing CAS Division with clerical help above that called for in the Division's organization chart. May I request that the organization chart be formally amended to allow for a third clerical slot.

6. The allowance of only two clerical slots was a carry-over from the China Branch before it was reorganized in 1956 into the CAS Division. The reorganization provided for an increased number of intelligence officers but the same number of secretaries.

7. Working for a Division, the secretaries found themselves with an added load, e.g. time-record keeping. Until the Executive Officer assigned a third secretary to the Division, it almost always operated by borrowing help from other offices. I understand that a third clerical slot in CAS Division would be in line with the number allowed other OCI Divisions of about the same size. It would also correspond to the number of secretaries the Division has had to employ in practice.

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